

Evaluation of Position Description

Labor Category/FLSA: Nonexempt

 Current Position Description
 X **Proposed Position Description**

Date Prepared: 06/28/03

Approving Official: Name: Sheryl A. Wheeler

Signature: 

Title: HR Specialist

Position Title/Series/Grade: Elevator Mechanic, WG-5313-10

ORGANIZATION: Division of Property Management

REFERENCES: OPM JGS Elevator Mechanic, WG 5313, May 1974

DETERMINATION OF SERIES: This occupation includes jobs involved in the repair and maintenance of high speed elevator systems and moderate or low speed elevators, dumbwaiters, leveling ramps, and escalators to meet regulatory codes and work requirements. The work requires a knowledge of the construction, function, and maintenance procedures of dispatching or scheduling systems, systems components, driving and hoisting machinery, control mechanisms, guide structures, and car or platform equipment and counterweights. Skill is required in planning and carrying out tasks such as tracking and locating troubles, aligning and balancing the network of controls, adjusting and resetting safety devices, and repairing and servicing electromechanical parts and equipment located in the machinery penthouse, shaftway, pit, or on the car or platform. The job is therefore placed in this series and given an appropriate title resembling as closely as possible the title in the handbook which is title Elevator Mechanic.

DETERMINATION OF GRADE: Skill and knowledge and responsibility factors for maintenance of elevator components and systems exceed the WG-9 level. Therefore, in application of grading criteria for Elevator Mechanic , WG-5313, job is graded at WG-10 based on the performance of journeyman level.

CONCLUSION: In accordance with the classification practices and titling prescribed in the WG-5313 Series standard. The proper classification for subject job is therefore determined to be Elevator Mechanic, WG-5313-10.

Installation: National Institutes of Health, Bethesda, MD
Title: ELEVATOR MECHANIC
Occ Series: 5313
Pay Plan: WG
Grade: 10

Introduction: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD.

This position is organizationally located within the DPM in one or more of the subordinate organizational components responsible for the provision of operations and maintenance of NIH facilities. The position is that of an Elevator Mechanic but also requires the incumbent to be multi-disciplinary and requires the incumbent to be multi-skilled and flexible in the types and complexity of work performed. The position requires that the incumbent be able to work independently and take the initiative to complete the work assigned with a minimum of direct supervision regardless of the nature of the work thus requiring that specific trade skills be shared between staff members.

Duties:

The incumbent maintains, services and repairs multiplex, high speed, collective-selective elevators systems throughout the NIH campus. The equipment includes twelve different manufacturers of elevators as well as two different escalators.

Continuously performs inspections and maintenance as necessary on the assigned equipment.

Repairs, maintains, inspects and tests solid state supervisory elevator control systems with

integral, optical, mechanical, hydraulic and pneumatic operating systems and subsystems.

Repairs, maintains and tests bridge cranes, hoists, automatic doors and handi-cap lifts. Has thorough knowledge for inspection, maintenance, overhaul and repair of mechanical and electrical equipment associated with the trade.

Performs speed performance analysis on individual elevators and repairs and/or adjusts regulation of conventional and solid-state acceleration, deceleration, leveling and control circuitry to maintain safe and reliable performance.

Observes and adjusts the selector deceleration and stop scanner system with interrelated hoist way position devices to ensure proper speeds under all modes of operation.

Has knowledge of schematic and wiring diagrams with the ability to quickly pinpoint the source of malfunctions. Utilizes manufacturers' blueprints, drawings, and manuals on a daily basis in order to effect timely repairs to elevators, cranes.

Utilizes profile analysis and control simulation in the recognition and isolation of malfunctions and defects in multi-feature individual/group supervisory scheduling and dispatch systems.

Adjusts power generating equipment to provide required operating voltages as required. Overhauls and repairs motors, control components, door operating systems, power relays and rectifiers, and all equipment unique to the elevator trade.

Repairs, maintains and overhauls bridge cranes to 25 tons; including hoist cables, wound rotor motors, brakes, remote control crane drive motors and all associated control components.

In addition to elevator and escalator work as detailed above, the incumbent may be assigned other General Maintenance Work: Performs a variety of task associated with assisting journeyman level mechanics in the fields of carpentry, electric, HVAC/R, plumbing, pipefitting, masonry and grounds maintenance.

Performs other duties as assigned.

SKILL AND KNOWLEDGE

1. Knowledge of the construction, function and service practices for high speed elevators, escalators and associated equipment
2. Knowledge of a variety of high speed elevator and escalator electronic control circuits and components and their operation
3. Ability to align, balance, test, adjust and operate high-speed elevators and escalators and associated equipment.

4. Ability to diagnose elevator and escalator operational problems by applying trade knowledge and the tools and equipment associated with the trade.
5. General trade knowledge within the trade and skills usually associated with maintenance operations such as carpentry, electric, HVAC/R, plumbing, pipefitting, masonry and grounds maintenance.

Responsibility:

Receives assignments from supervisor or work leader orally or in the form of written or electronic service orders. Generally receives radio dispatched trouble calls while on call and makes emergency repairs. Incumbent determines the type and extent of repairs needed, methods and techniques to use, parts or components required, and completes work typically with no check in progress. Ensures the end product meets all specified requirements.

Incumbent is responsible for the safe operation of the vehicle following all safety rules, regulations, and traffic signs. Assures that cargo is arranged properly for best support. Incumbent's ability is regularly observed and evaluated, and trip tickets are checked for Compliance with regulations and completeness.

Physical Effort:

Work requires walking, standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Frequently lifts and carries parts and equipment weighing up to 40 pounds; occasionally handles items weighing up to 100 pounds.

Subject to working at high heights.

Working Conditions:

Position may be subject to shift or irregular work hours.

Works inside and outside, exposed to dirt, sewage, dust, grease, fumes, and refrigerant gases. Is subject to injury from use of hand and power tools, and to burns, cuts, bruises, and electrical shock. May be required to wear and/or use protective clothing and equipment in accordance with established health and safety regulations and SOPs.

Works outside and is occasionally exposed to bad weather while loading and unloading vehicle. Is subject to cuts, bruises, and broken bones as a result of accidents while driving or when loading and unloading vehicles. Is exposed to the possibility of serious accidents while driving in all types of traffic and weather